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How to add colleagues to an ongoing job search

Use Candex to add another colleague to an ongoing job search

Add Colleagues

→ click on "Participants" and click on the left sidebar, Click [+] to add an email address, Click [+] next to Your Group to add your colleagues.

The screenshot displays a web application interface for 'Miller & Sons'. The top navigation bar includes a search bar and a 'Sign out' button. The left sidebar contains navigation options: 'My Activity' (with a notification badge '1'), 'My Requests', 'Order Feed', and 'Settings'. Below this is an 'ORDERS' section with a selected item 'r95780 sr engineer' (with a notification badge '1'). The main content area shows an order for 'R95780 Sr Engineer' with details: 'Engagement Fee: 25% of salary Zebra' and a 'view description' link. A text block explains the order is from Candex, initiated by David London. Below this are buttons for 'Add Invoice', 'add colleague' (highlighted with a pink arrow), 'view terms', and 'add candidate'. A date separator for 'January 16, 2021' is followed by a note 'Created by David London' and 'Invite to order was sent out. zach@miller.com needs to accept terms.' A chat window shows two messages: one from 'C' (Zach Miller) stating 'Terms accepted by Zach Miller of Miller & Sons.' at 8:29 AM, and one from 'Z' (Rachel Johnson) stating 'She is a great candidate for this position' at 8:29 AM. The bottom of the chat window has a text input field 'write something...' and icons for attachments and emojis. The right sidebar shows 'Participants' with 'Your Group' (with a '+' icon and a pink arrow) and 'Zebra' (with a 'delete' link). A 'David London' participant is listed under both groups.